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DAWN BELL ACADEMY

P O Box 301390, Tlokweng
Plot 4442, Magwading
Tlokweng

Student Registration Form (Full Time)

Student Personal Data				
First Name		Surname		Nationality
Date of Birth DD / MM / YYYY	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	City/town/village	Plot number/ Ward	
Birth Registration Number	Orphan Student (Yes/No)	Religion		
Contact Number (if applicable)	Grade (Form/Standard)	Previous School if Applicable		
Please tick Lower Primary <input type="checkbox"/> Upper Primary <input type="checkbox"/> IGCSE (Lower) <input type="checkbox"/> IGCSE (Upper) <input type="checkbox"/>		Diseases/Medical Condition (if any)		
Details of Next of Kin				
Full Names			Cell Number	
Occupation	Education		Contact Number (Work)	
ID/Passport Number	Relationship to Student		Monthly Income range	
Emergency Contact				
Another Parent/Guardian		Relationship to Student	Contact	
ID/Passport Number	Education		Occupation	
SUBJECTS				
List the subjects the student is applying for:				
Desired Contract Length: <input type="checkbox"/> Term <input type="checkbox"/> 2 Terms <input type="checkbox"/> 1 year <input type="checkbox"/> other: _____				
Other Information				
How did you hear about us?				
<input type="checkbox"/> Sign Board	<input type="checkbox"/> Referral by friend	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other (Please specify) _____	

Thank you for choosing Dawn Bell Academy. Please read and understand the terms and conditions overleaf before signing.

Terms and Conditions

Contracts

Each term contracts are renewed; continuing students have to re-register.

Stationery

The Academy shall not provide any stationery. It is the responsibility of the guardian to buy exercise books, prescribed textbooks, pens, pencils, and all necessities for the student.

Absenteeism

The Academy has a clock book, where each student registers their names and time spent. When the student is absent, the Academy will notify the parent/guardian by text or call. But it's the parent/guardian's responsibility to make sure the student attends the scheduled classes. The academy will not take responsibility for the student's absenteeism. In the event that the student cannot come to the academy for any reason, the guardian must notify the academy.

Fees and Payments

Payments are prepaid. The student pays before starting lessons. All fees will be due the **last day of the month**. An additional fee of 3% shall be added for late payment. Fees are not refundable if the student or guardian is responsible for the student's failure to attend classes.

Vandalism of property

In case of vandalism of any equipment or property of Dawn Bell Academy, the guardian shall be called to the centre and take full responsibility.

Cancellation/ Withdrawal

Please note that for contracted students, a notice to withdraw must be given at least 30 days before, or there will be a penalty. This allows us the necessary time to fill your spot and determine staffing requirements. Please also note the registration fee is non-refundable.

Signature

I hereby certify that I have read, understood, and agree with the above terms and conditions.

Signed (Parent/Guardian/Student):

Date:

DD/MM/YYYY

FOR OFFICIAL USE ONLY

Received by:

Signature:

Date:

DD/MM/YYYY

Termly Fees:

